

**Jefferson County
Position Description**

Name:		Department:	Clerk of Court's Office	
Position Title:	Register in Probate/Attorney	Pay Grade:	12	FLSA: Y
Date:	July, 2015	Reports To:	Circuit Court Judges	

Purpose of Position

The purpose of this position is to act as the Register in Probate/Juvenile Clerk and Circuit Court Commissioner as assigned/allowed by Supreme Court Rules Ch. 75 and supervise the Register in Probate/Juvenile office functions.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts as Register in Probate/Registrar/Probate Commissioner and Juvenile Clerk and performs other Circuit Court Commissioner duties as assigned.
- Supervises Deputy probate/juvenile staff for proper case management/minute taking procedures. Trains and evaluate employee performance. Recommends discipline and salary increases. Assigns work and maintains work standards.
- Performs case management duties for all probate and juvenile case types by entering/scanning data into the CCAP computer database. Updates financial assessment data as required.
- Determines informal probate completeness, jurisdiction, proper notice, wills, personal representative qualifications, and necessity of signature or surety bonding and collects appropriate filing fees.
- Attends court and takes minutes as necessary in all probate/juvenile case types heard before the assigned circuit court judge
- Presides at hearings in Informal cases as Registrar, in uncontested formal probate matters as probate commissioner and in other case types as as Circuit Court Commissioner when assigned.
- Monitors cases for annual filings and reviews, schedules hearings as required and reviews accounts in estates, guardianships, trusts and conservatorships.
- Prepares annual report to Chief Judge regarding Protective Placements, submits a monthly report to the Department of Health Services regarding deadlines for filing claims against estates, and forwards reports to school districts when felony delinquency matters are filed/disposed.
- Performs records review and research as requested, ie: handgun hotline requests, genealogy requests.

- Provides input to the Clerk of Court on annual budgetary needs.
- Appoints Guardian *ad litem* and other counsel as directed by the judges, reviews attorney billings for accuracy, and adds assessments to the database
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or may develop
- Demonstrate dependable attendance

Minimum Training and Experience Required to Perform Essential Job Functions

Juris degree, Wisconsin law license and admission to the Wisconsin Bar Association with 3-5 years' experience practicing law. Experience in probate/juvenile law preferred.

Other Requirements

Training: Ongoing compliance with CR 75 judicial education requirement.

Physical: None

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date